

WEAA FM

Facility ID 43794

Baltimore Maryland

Equal Employment Opportunity Public Inspection File Report

Full-time Job Vacancies Filled During Annual Reporting Period June 1, 2014 to May 31, 2015

Can be found: WEAA-FM Public File and at WWW.WEAA.ORG

1. Total number of vacancies filled during the year: 1
2. Total number of interviewees for all full-time vacancies

Title of Full-time Job Filled: Director of Membership and Development
Date Posted: 1/7/14
Date Filled: 9/3/14
Number of Candidates: 4
Contact Person: Michelle Williams
Recruitment Source Referring Interviewee: State of Maryland.gov

Recruit Resources

WEAA.org

State of Maryland.gov

Morgan.edu

National Association of Black Journalist

National Association of Broadcasters

WEAA's license is owned by Morgan State University, which is an equal opportunity employer and encourages minorities and women to apply for job vacancies. We provide such opportunities to all qualified individuals without regard to race,color, religion, national origin or sex in all personnel actions including retirement, evaluation, selection, promotion, compensation, and training. Organizations wishing to be notified of job openings should send their request to the Morgan State University Employment Manager

**Office of Human Resources Carter-Grant-Wilson Room 1001700 E Cold Spring Lane
Baltimore, Maryland 21251**

EEO Initiatives:

Internships: In cooperation with Morgan State University, WEAA has an internship program encouraging students and others to learn skills needed for employment in the broadcasting industry.

Station Tours:

WEAA offers tours of its radio facilities to individuals as well as student and youth organizations in the area, presenting an opportunity to discuss broadcasting careers with the attendees. Tours are open to all, including women and minorities.

WEAA participates in the university internship and practicum programs, giving students opportunities to learn hand on broadcasting skills

WEAA complies full with regulations of the Morgan State University office of Equal Employment and Opportunity and receive regular management training.

The Office of Diversity and Equal Employment Opportunity (EEO) is charged with the day-to-day implementation of the University's nondiscrimination policies as well as the coordination of Title IX related policies, procedures, training and prevention efforts. The Office of Diversity and EEO aims to educate the University community about affirmative action, EEO laws, and Title IX related gender based discrimination issues in an effort to ensure University compliance with applicable federal and state laws. The Office of Diversity and EEO is also charged with:

- Developing and implementing University policies and procedures pertaining to equal opportunity, diversity, and Title IX**
- Investigating complaints of discrimination and harassment based upon an EEO related protected basis to include race, color, national origin, religion, sex, sexual orientation, age, marital status, disability, genetic information, gender identity, or any other applicable protected basis under applicable law**

- **Identifying areas of potential discrimination and determining appropriate solutions and/or corrective action**
- **Assessing employee requests for reasonable accommodations and coordinating compliance with the Americans with Disabilities Act (ADA), as amended and Section 504 of the Rehabilitation Act, as amended**

Morgan State University provides employees including WEAA with opportunities to regularly attend training and professional development workshops and trade seminars. The staff members are also eligible to take part in the university tuition reimbursement program enabling them to pursue academic learning and other state institutions. These activities impart skills that might lead to advancement. WEAA staff members utilizing tuition reimbursement program include : Marcellus Sheppard

EEO Supplemental Recruitment Activities

1) WEAA complies fully with regulations of the Morgan State University office of Equal Employment and Opportunity and receives regular management training.

The Office of Diversity & Equal Employment Opportunity is charged with the day-to-day implementation of the nondiscrimination policies of Morgan State University. The major responsibilities of the Office of Diversity & Equal Employment Opportunity are to educate the University community about affirmative action and equal employment opportunity laws, and to ensure compliance with statutory and regulatory requirements.

The Director:

- Develops and implements University policy statements pertaining to equal opportunity and diversity.
- Investigates employment complaints of discrimination based on race, gender (to include sexual harassment), age, ancestry, national origin, disability, religion, color, sexual orientation or veterans' status.
- Participates in identifying problem areas of potential discrimination and determining appropriate solutions and/or corrective actions.
- Ensures that University employment policies and programs are in compliance with relevant regulations and guidelines, including those of the Office of Federal Contract Compliance Programs (OFCCP), Equal Employment Opportunity Commission (EEOC), Office of Civil Rights (OCR) and the Maryland Human Relations Commission (MHRC); and coordinate compliance with the Americans with Disabilities Act of 1990 (ADA). The Director serves as the Section 504/ADA Coordinator.
- Develops policies and procedures that address all aspects of equal employment opportunity.
- Advises the Director of Human Resources regarding equal employment opportunity and diversity hiring procedures and equity compliance requirements.

) Morgan State University provides employees (including WEAA) with opportunities to regularly attend training and professional development workshops and trade seminars. The staff members are also eligible to take part in the university tuition reimbursement program enabling them to pursue academic learning through MSU and other state institutions. These activities impart skills that might lead to advancement.

WEAA staff members utilizing university tuition reimbursement program included: Marcelus Shepard and LaFontaine Oliver.

) WEAA takes part in various career and internship fairs with academic and trade organizations whose members include considerable numbers of woman and minorities.